

**Inspector Helpful Hints**  
**October 6, 2006**

1. **Confirm the inspection with the Property**
  - A. Not only during the initial phone call (followed with written correspondence) but again a few days before the inspection date
  - B. Confirm time and place to meet escort
2. **Confirm the residents have been properly notified**
  - A. Preferably a few days before the inspection date
  - B. Contact the Technical Assistance Center immediately if residents were not notified
3. **Verify property**
  - A. A Property Rep. must accompany you at all times and all areas of the property must be observed. You may walk or drive the property to accomplish this.
  - B. Verify each bldg's address, the unit count for each bldg & the total unit count are correct
  - C. Identify any Permanent and/or temporary offline buildings/units
  - D. Use construction year NOT rehab date when entering building information
4. **Request and verify the following info**
  - A. All-inclusive list (rent roll, site map, self made list)
  - B. Property address (the physical address not a P.O. Box)
  - C. Participant names, addresses, phone numbers and email addresses
  - D. Certificates
    1. For Lead Based Paint (LBP):
      - a. Date is construction date NOT rehab date
      - b. LBP disclosure forms - all 5 randomly selected files must have the signed disclosure forms or this item will be recorded as "NO"
  - E. Occupancy % (NOT required for PHA's)
  - F. Acquire or estimate the Area Measures
  - G. Identify any 504 (handicap) units
5. **Ask the right questions**
  - A. Are there any non-revenue units (such as Site Manager and/or Maintenance personnel living in non-revenue units)??
  - B. Have any residential units been converted (Office, commercial space, activity center, beauty shop, Police sub-station, 2 units converted into 1 unit, etc.)??
  - C. Are there any other conditions related to the property and/or inspection that I should be made aware of?
6. **Make any corrections to Property Profile BEFORE generating sample.**
7. **GENERATE SAMPLE**
8. **Prior to beginning the physical inspection explain to your escort**
  - A. That you must be escorted at **ALL TIMES** while on the property and that they must enter all buildings and units first
  - B. They will need to open up doors, for you are not allowed to open any doors in the unit.
  - C. How you identify and record deficiencies "on the spot"
  - D. That you will call out all deficiencies and which level
  - E. How you will conduct the inspection (your pattern or routine)
  - F. Why a notepad would be helpful for the Site Rep to have during the Inspection
  - G. Explain that YOU must personally conduct the inspection. They are not allowed to assist with the actual inspection (except for smoke detectors located more than 8 feet high).
9. **Make Site Representative aware that all common areas are to be made accessible for inspection**
  - A. YOU MUST SEE BEHIND ALL DOORS – NO EXCEPTIONS

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10. **Explain to property personnel that they are allowed to do the following while inspection is in progress**
  - A. They may assist by making all windows, closets, stoves, etc. accessible by moving furniture and other resident personal property out of the way
  - B. Light gas stove pilot lights to prove that the elements work. If so, it is still a L1 deficiency.
  - C. Plug in bathroom exhaust fans
  - D. Install light bulbs to prove that the light fixture works
11. **Complete the EH&S form**
  - A. Request a signature and leave a copy with the property
  - B. If the Property Rep refuses to sign the form, leave them an unsigned copy
  - C. If an inspection continues for multiple days, the EH&S form must be completed, and a copy left with the Property Rep at the conclusion of each day

**REAC REQUIRES:**

You are to conduct the inspection using only your DCD. However, you must also be able to observe and see into dark areas, measure specific items for compliance and test **ALL** Smoke Detectors.

The POA shall provide access and perform testing in the visual presence of the inspector for smoke detectors over 8'.

Smoke detectors not tested must be recorded as OD (per Inspector Notice No. 2003-03, Nov. 17, 2003.)

You must conduct the inspection using battery power only. No connection to an AC outlet is permitted during the physical inspection.

If inspector wishes to start the inspection earlier than scheduled time, it must be a mutual agreement with the Property Rep AND inspector **must** immediately call TAC for permission and obtain a reference number.